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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 12 FEBRUARY 1957

PRESENT: 

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1. Promotion Policy

St/A has stated that as a rule-of-thumb persons transferring into ORR should be considered for promotion only after they have completed a term of service in ORR equal to one-third of the basic Agency requirement for their grade.

2. Map Procurement

The group noted the steady shift in map procurement from exchange to purchase as the proportionately more important technique utilized. The shift reflects a maturing of the operation wherein most map series have already been acquired, fugitive items are relatively of greater importance, and a Central Fund is available for purchasing use.

3. CIA Library Consultant Panel

At the request of OCR, a group of consultants will shortly review the CIA Library and make recommendations for improvement. The group will spend two days a week for three months on the task, tentatively scheduling user-response discussions with ORR for 7-8 March. Discussions are desired with directors of research (e.g., division chiefs) and actual users of the Library, regardless of grade. Each Division will submit to Acting Chief/G by Friday, 15 February, a statement of points likely to be brought up by it in discussions with the group so that an advance briefing can be made available to the AD.

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12 February 1957

**TO:** Records Management Officer, CRR  
**FROM:** Administrative Assistant, Ch/G/RR  
**SUBJECT:** RECORDS, Disposition of -- up to Quarter Ending 30 December 1956  
**REFERENCE:** Memorandum dated 30 July 1956, Records Control Schedule No. 22-55

| Scheduled<br>Item No. | Amount of Material | Description of Material   | Type of Material                    | Disposition   |
|-----------------------|--------------------|---|-------------------------------------|---|
| 210                   | 4.5 Linear Feet    | Consisted of extra copies of personnel actions, memos regarding security, training and other documents maintained for personnel administration in the area. Files were essentially duplicated in Official Personnel Folder and in Item #12 of St/A. | Material was in legal-sized folders | All material destroyed through and including 1954.  |
| 212                   | 9 Linear Feet      | Consisted of various publications as magazines, periodicals & publications of gov't agencies collected & maintained for reference purposes.   | Reference Publications              | Reorganized and all duplicates destroyed & very old publications forwarded to Reference Br., D/GL, for further screening & disposition. |
| 213                   | 9 Linear Feet      | Consisted of various books procured by the Library & on indefinite loan   | Library Material                    | Some material returned to Library and some is still retained.   |

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